Opening Date:	August 24, 2007	**Closing Date:**	Open until filled
Job Title:	Systems Specialist	**Position Type:**	Regular Full Time
PIN:	001282	**FLSA Status:**	Exempt
Location:	District Court Headquarters Operations	**Grade/Entry Salary:**	J14 $46,104 - $55,210 (Depending upon Qualifications)
	Annapolis, Maryland	**Financial Disclosure:**	Yes

Regular state employees are subject to promotion/demotion policy

Essential Functions: Ensures that the functionality of District Court systems software meets the needs of the Court system, its employees and the public. Performs research and analysis, and writes documentation of program specifications for new and existing systems software; tests and revises program specifications; communicates with technical team to ensure that changes and/or enhancements are being made to desired specifications. Works with Judicial Information Systems on pilot programs. Trains and oversees the work of the Technical Writer and Resource Specialist regarding the design, development, scheduling and implementation of instructional programs for new and existing District Court systems; coordinates with the computer based training designer to design, develop, test, implement and evaluate intranet based instructional modules for DC systems. Monitors, troubleshoots, and reports existing systems issues and effectiveness. Researches technological trends which may enhance Court training methods; researches funding sources for new projects.

Education: Bachelor's Degree from an accredited college or university.

Experience: Two years of technical training experience.

Preferred: Master's Degree.

Skills/Abilities: Knowledge of Court systems and how they are used by end users; knowledge of existing Court curriculum; knowledge of court wide scheduling procedures/constraints. Knowledge of and ability to design and manage Access databases. Ability to analyze and research systems usage in terms of end user needs and programming constraints; ability to communicate with programmers, technical analyst, network administrators, and all levels of Court personnel; ability to develop program specifications to assist programmers in systems design. Ability to develop various types of documentation for end user communications and training purposes; ability to communicate with other State agencies; ability to provide troubleshooting support to end users. Proficient in the use of software networking tools, such as Oracle, cold fusion, SQL, and digital/wireless delivery systems. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title and location. Materials must be received at the address below by 5:00 p.m. on the closing date. The Human Resources Department will not be responsible for applications or resumes sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov   **(Zip files not accepted)**